

SAN DIEGO CONTINUING EDUCATION  
EXECUTIVE GOVERNANCE COUNCIL

ACTION NOTES

February 9, 2011

Members Present:

1. Brian E. Ellison, Ed.D., Vice President, Instruction and Student Services
2. Bob Parker, Vice President, Administrative Services
3. Esther Matthew, President, Academic Senate
4. Ingrid Greenberg, Vice President, Academic Senate
5. Rita Avila, President, Classified Senate
6. Pat Fernandez, Past President, Classified Senate
7. Libby Valenzuela, Vice President, Classified Senate

Members Absent:

1. Anthony E. Beebe, Ed.D. President, Continuing Education
2. Gretchen Bitterlin, Chair of Program Chairs, Academic Senate

Guests: None

Action Notes: Action Notes from December 8, 2011 were tabled.

Reports and Recommendations

President's Report:

No Report.

Administrative Governance Council Report:

No report.

Academic Senate Report:

No Report. The next CE Academic Senate meeting is scheduled for to be held next week.

Esther Matthew requested the following information to take to the next Academic Senate meeting:

*Is online instruction being supported by Continuing Education?*

Vice President Ellison responded that online instruction has been supported for some time and there hasn't been a change. Offerings have even been expanded this spring. Attendance is being captured adequately even though the formula to capture this data was not designed for noncredit instruction.

Not all classes lend themselves to online instruction. Faculty interested in expanding into online instruction should speak with their program Dean and work through Dean Leslie Shimazaki, who is overseeing distance education.

*What is happening to promote and increase attendance?*

CTE is expanding by offering a Friday, Saturday, and Sunday welding class;  
Offering a second Auto Technology class;  
Additional short-term classes for current CNA through the Allied Health program;  
Dean Howell is working on specialty culinary classes to be offered Friday and Saturday;  
Older Adult two classes were lengthened  
Full summer program  
Administration is supporting a possible move for current .60 adjunct faculty negotiating to .67%

*Is the substitute policy been discussed?*

The substitute policy is in discussion to possibly have a substitute called in earlier than the third day. No decision has been made. Vice President Parker shared that Continuing Education is experiencing a decrease in FTES comparing the current year 2010/11 to 2009/10. The lower FTES is not because of the substitute policy, the 4/10 work schedule, shortened summer, or facility closures. All of those were in place for both years. For every facility that closes another off campus location comes in. The substitute policy was implemented in Fall of 09, and we were still subbing during the 6 weeks of summer classes. Even so that doesn't explain why we are down about 80 FTES from Fall to Fall, and down a little over a hundred, Summer to Summer.

Pat Fernandez voiced a concern from the Classified Senate regarding the "waiting lists" and inquired what programs are being looked at? Vice President Parker responded that we are using the waitlist for welding and auto technology, using underutilized facilities on the weekends to increase attendance. It was noted there is a challenge finding qualified instructors for the welding and CNA programs.

Classified Senate Report:

Rita Avila reported the Classified Senate will be holding a scholarship fundraiser from February 28 through March 11, 2011.

## **Instruction & Student Services**

Enrollment Report:

Ingrid Greenberg inquired if current course outlines needed approval to use for online class. Vice President Ellison confirmed that Title 5 states you need to separately review and approve online course offerings. The outline is either approved the classroom based or online the first time it goes through the process, or, if it's an existing outline or online course outline, then it has to go back through the curriculum committee or addendum would be reviewed and approved. It would be prudent to check and see if any online component has been approved. If not, work with Roma on the addendum.

Finance & Operations  
No Report

## Budget Update:

Vice President Parker reported there are a best case, medium case and worst case scenarios regarding the budget for next year. The best case is that in June the voters approve extending the tax increases and we will be where we are now (\$400 million reduction to community colleges, and an increase in fees to \$36). The medium case is if the voters don't approve the continuation of tax increases there is a hole to fill. The worst case scenario is that happens and Prop 98 is suspended. We won't know much until after the June vote.

## Human Resources & Contract Concerns

No report

## Facilities & Police

### **Intergenerational Campus of Excellence at Mesa College**

Vice President reported Continuing Education is actively involved in furniture, fixtures and equipment for most of new campuses. Deans and Office Managers are active in these discussions. Anyone interested in being a part of these discussions should contact their Office Manager or Dean.

There are three projects in the Division of State Architect (DSA) Office: Linda Vista, the new ECC Wing and the new Cesar Chavez Campus and are targeted to be completed in late 2012, with North City early 2013.

## National, State, Regional & Community Issues

No report.

## Conferences, Events & Information

Kim Laramie reported the League for Innovations conference is scheduled for February 27, 2011 through March 2, 2011. The final volunteer list will be sent out by the end of the week.

## Legal

No report.

## Roundtable

Vice President Parker reminded everyone that the District's Environmental Stewardship Committee meeting is being held at ECC on Friday at 3:00 in room 121.

Pat Fernandez shared she has been watching the dirt movers work at North City.

Libby Valenzuela inquired if there is was any update on the SSA position at Chavez. Rita Avila responded that online screening was taking place until February 24<sup>th</sup>. There were 150 applications for the position. Interviews are scheduled for March 16.